

Citizen Compliment/Complaint Form *(Circle One)*

Office Use Only

Date and time received: _____

Initials: _____

Instructions:

1. Fill out form. Please print or type legibly. For TTY/TDD 240-777-0788

2. **Complaints alleging brutality by a police officer must be sworn to and submitted to the Department within 90 days of the incident.**

3. Submit/mail this form to the Office of Internal Affairs.

4. You will be contacted for a follow up interview.

MCP 580

Rev. 2/00

Name: _____ Date: _____

Date of birth: _____ Sex: _____ Race: _____ Home phone: _____ Work phone: _____

Street address: _____ Apt. number: _____

City: _____ State: _____ Zip code: _____

Location or address where incident occurred: _____

Date of incident: _____ Time: _____ a.m./p.m Incident Number (If known): _____

Witness name: _____ Phone: _____

Witness address: _____

Name of officer(s) involved: _____

Briefly describe what happened (attach additional sheets of paper if needed): _____

How would you like to see this complaint resolved? _____

FUNCTION CODE: 301

CALEA: 52.1.12

PROPOSER UNIT: Office of Internal Affairs

Citizen Compliment and Complaint Form

We, the Montgomery County Police, are committed to providing the highest quality of police services by empowering our members and the community to work in partnership with the goal of improving the quality of life within Montgomery County, while at the same time maintaining respect for individual rights and human dignity.

Our goal is to ensure that our employees are guided by the principles that every individual has infinite dignity and worth, and that we must show respect for the citizens we serve and for the men and women of the Department.

A citizen compliment or complaint, and its subsequent investigation, causes the police to examine the service that we provide to our community and to make necessary improvements in the way we provide those services.

Each complaint will be investigated and appropriate follow up actions taken. You will be informed of the results of the investigation initiated by your complaint. For more information, see the Citizen Compliment and Complaint Process brochure.

If you have a complaint or you would like to compliment an employee, you can fill out this form and either mail it or drop it off at the Office of Internal Affairs. Please call 301-840-2730 if you have any questions or need assistance filling out the form.

Complaints can be filed on actions by any Police Department employee.

From County Executive Douglas M. Duncan and Chief Charles A. Moose

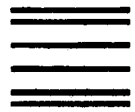
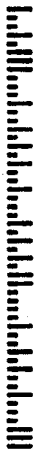
Thank you for taking your time to let us know how the Montgomery County Police Department can better improve the service we provide to the community. Community policing depends on a working partnership between the police and the citizens we serve. We would rather not get to know our citizens as crime victims or complainants, but when problems arise it is our goal to resolve the issue quickly and courteously.

DEPARTMENT OF POLICE
OFFICE OF INTERNAL AFFAIRS
8005 FREDERICK ROAD, SUITE 201
GAITHERSBURG, MD 20877

BUSINESS REPLY MAIL
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Montgomery County Department of Police

Citizen Compliment & Complaint Form

Office of Internal Affairs



Douglas M. Duncan
County Executive
Charles A. Moose
Chief of Police

For further assistance, contact the Office of Internal Affairs at
301-840-2730
www.MCPOIA@co.mo.md.us